

**THE ROYAL MARSDEN NHS TRUST
LONDON AND SURREY**

JOB DESCRIPTION

Job Title:	Assistant Finance Manager
Location:	Chelsea with regular visits to Sutton
Grade:	Band 6
Contract term:	12 months fixed term
Reports to:	Finance Manager
Liases with:	Other sections of the Finance Department, Budget Holders, Divisional/Directorate Management Teams, Human Resources.
Main Objective:	<p>To provide an efficient and professional management accounting service to Departments within the Divisions/Directorates and the Trust.</p> <p>The postholder will be responsible for producing and reporting monthly accounts, analysis and liaising with budget holders and other managers to generate "intelligence" to support forecasting, costings for funding applications and grant management support.</p>

MAIN DUTIES AND RESPONSIBILITIES

1. To be responsible for the production of the monthly budget statements and associated reports for a wide range of R&D budgets in accordance with agreed timetables.
2. To develop and maintain integrated financial performance reports, including year end forecasts, highlighting key variances and trends in activity and finance, commenting on influencing factors and advising on any necessary management action.
3. To meet regularly with budget holders and Senior Managers to assess financial performance and to provide financial management information, analysis and advice to them regarding key risks and critical success factors in achieving financial targets.
4. To ensure budget holders and managers have an awareness of financial performance requirements, including the need for budgetary control and adherence to SFIs, and to provide financial awareness training where necessary.
5. To contribute to the annual budget setting/financial planning process
 - to assist in the calculation of the annual budgets for a range of cost centres in accordance with agreed principles and timetables and to be responsible for their input into the Finance Systems.
 - to work with budget holders and managers to identify cost pressures, service developments and cost improvements.
 - to liaise with the budget holders to formulate annual budget plans.
6. To assist in assessing the impact of changes in government, charitable and commercial funding and legislative changes on the R&D Division.

7. Being the primary source of finance expertise to a range of Research teams within the R&D Division.

Other

1. To provide assistance and absence cover for other members of the Finance team, as required.
2. To deputise for the Finance Manager.
3. To continually review, recommend and implement changes to financial processes and procedures within the Trust.
4. To assist with the development of the Financial Information Systems.
5. Any other duties as required, which are consistent with the grade and nature of the post.

FURTHER INFORMATION

The post holder will be accountable to the Finance Manager.

This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future developments.

The post holder may be asked to participate in job rotation to support staff training.

HEALTH AND SAFETY

The post holder has personal responsibility for safety as outlined in the Trust's Safety Policy and in the Health and Safety at Work Act 1974.

CONFIDENTIALITY

All information concerning patients and staff must be held in the strictest confidence and must not be divulged to any unauthorised person at any time, unless to do so is in the best interests of the individual. In this instance the post holder should be appropriately advised by a Senior Manager. A breach of confidentiality will result in disciplinary action being taken in accordance with the Trust's disciplinary procedure and may lead to dismissal.

The post holder's attention is also drawn to the Data Protection Act 1984 and the Computer Misuse Act 1990.

NO SMOKING

The Trust has implemented a No Smoking Policy which applies to all staff.

DRESS CODE

All staff are expected to abide by the Trust's staff dress code.

EQUAL OPPORTUNITIES

All staff are expected to abide by and promote the Trust's Equal Opportunities Policy.